

UTILITIES SERVICE BOARD MEETING

March 8, 2004

UTILITIES SERVICE BOARD MEETINGS ARE RECORDED ELECTRONICALLY OR STENOGRAPHICALLY AND ARE AVAILABLE DURING REGULAR BUSINESS HOURS IN THE OFFICE OF THE DIRECTOR OF UTILITIES.

Board President Swafford called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held in Conference Room 100B at the Indiana University Research Park at 501 North Morton Street in Bloomington, Indiana.

Board members present: Tom Swafford, Jeff Ehman, Alisa Brown, Dick Eherenman, Sam Vaught, Jeff White, and ex-officio member Tim Mayer. Staff members present: Patrick Murphy, John Langley, Mike Bengtson, Steve Saulter, Tom Staley, Steve Drake, Mike Hicks, Nathan Schulte, Laurel Pierrard, Julie Martindale, Rebecca Lambert, and Daniel Grundmann. Also present: Hank Hewetson representing Indiana University, Gary Kent, Jeanne Robinson representing SCCAP, and George Hegeman representing the League of Women Voters. (A sign-up sheet is attached to the minutes.)

MINUTES:

EHRENMAN MOVED AND EHMAN SECONDED THE MOTION TO APPROVE MINUTES FOR THE FEBRUARY 23, 2004, MEETING AS AMENDED. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (HENKE).

Board member Henke arrived at the meeting at this time.

CLAIMS:

In relation to the claims presented, Board members requested the following:

Sam Vaught - would like to have the rate bond information presented to the Utilities Service Board when it comes up with Black & Veatch.

Tim Henke - claim #043028 (O. W. Krohn) - would like to see some of the work that is being done by this company or would like to see their product

VAUGHT MOVED AND EHRENMAN SECONDED THE MOTION TO APPROVE THE REGULAR CLAIMS AS FOLLOWS:

CLAIMS 0490433 THROUGH 0490521 INCLUDING \$152,694.29 FROM THE WATER OPERATIONS & MAINTENANCE FUND FOR A TOTAL OF \$152,694.29 FROM THE WATER UTILITY; CLAIMS 0430197 THROUGH 0430248 INCLUDING \$109,172.99 FROM THE WASTEWATER OPERATIONS & MAINTENANCE FUND AND \$11,879.31 FROM

THE WASTEWATER CONSTRUCTION FUND FOR A TOTAL OF \$121,052.30 FROM THE WASTEWATER UTILITY; AND CLAIMS 0470018 AND 0470019 INCLUDING \$5,162.49 FROM THE WASTEWATER/STORMWATER FUND FOR A TOTAL OF \$5,162.49 FROM THE WASTEWATER/STORMWATER UTILITY. TOTAL CLAIMS APPROVED - \$278,909.08.

MOTION CARRIED. 7 AYES.

VEHICLE QUOTES:

Purchasing Manager Martindale presented Board members with a 2004 Preliminary Vehicle and Equipment Replacement list and funding request no. WSD04-9301 to fund the replacement of vehicles. (A copy of each document is attached to the minutes.)

WHITE MOVED AND VAUGHT SECONDED THE MOTION TO APPROVE FUNDING REQUEST NO. WSD04-9301 AND THE 2004 PRELIMINARY VEHICLE AND EQUIPMENT REPLACEMENT LIST AS PRESENTED. MOTION CARRIED. 7 AYES.

EXTENSION/RENEWAL OF CONTRACT FOR TRAINING & FACILITATION OF WASTEWATER TREATMENT PLANTS LABOR-MANAGEMENT COMMITTEE:

HENKE MOVED AND WHITE SECONDED THE MOTION TO APPROVE THE EXTENSION/RENEWAL OF CONTRACT WITH LEE BALLIET FOR TRAINING & FACILITATION OF WASTEWATER TREATMENT PLANTS LABOR-MANAGEMENT COMMITTEE. MOTION CARRIED. 7 AYES.

SOUTH CENTRAL COMMUNITY ACTION PROGRAM ASSISTANCE PROGRAM CONTRACT:

VAUGHT MOVED AND HENKE SECONDED THE MOTION TO APPROVE THE SOUTH CENTRAL COMMUNITY ACTION PROGRAM ASSISTANCE PROGRAM CONTRACT. MOTION CARRIED. 7 AYES.

REPORT ON FIRE EXPENDITURES:

Interim Assistant Director-Finance Saulter presented Board members with a copy of a spreadsheet listing fire related invoices. (A copy of the spreadsheet is attached to the minutes.) The Utilities Department has received a total of \$750,000.00 fire insurance proceeds to date. Of this amount, a total balance of \$49,859.89 remains. There will still be some expenses to be incurred. A report will be presented at the next Utilities Service Board meeting.

CHANGE ORDER NO. 6 - DILLMAN ROAD EQUALIZATION BASIN - CRIDER & CRIDER:

EHRENMAN MOVED AND EHMAN SECONDED THE MOTION TO APPROVE CHANGE ORDER NO. 6 – DILLMAN ROAD EQUALIZATION BASIN – CRIDER & CRIDER. MOTION CARRIED. 7 AYES.

CREATION OF STAFF POSITIONS FOR THE UTILITIES DEPARTMENT:

Board members were presented with a copy of a Resolution approving the creation of staff positions for the Utilities Department, a copy of Ordinance 04-07 to be presented to the City of Bloomington Common Council, and a memorandum from Daniel Grundmann to City Council members. (A copy of each document is attached to the minutes.) Daniel Grundmann, Director of Employee Services for the City of Bloomington, explained the reasoning for the creation and deletion of staff positions. Board members were advised that the information regarding these positions is not complete yet but that Board members will be kept advised of the changes that are made.

VAUGHT MOVED AND EHMAN SECONDED THE MOTION TO APPROVE THE RESOLUTION REGARDING THE CREATION OF STAFF POSITIONS FOR THE UTILITIES DEPARTMENT. MOTION CARRIED. 7 AYES.

OLD BUSINESS:

Tim Henke –

Board member Henke inquired about the status of the Micro Motors project. Assistant Director Bengtson stated that the Utilities Department will be accepting bids on March 11, 2004, and will probably be making a recommendation for bid award at the March 22, 2004, Utilities Service Board meeting.

Jeff Ehman –

Board Vice President Ehman inquired about the Bill Brown agreement for reports on the septic tank agreement for his property. Assistant Director Langley stated that he had received reports in a timely matter and that so far no problems have resulted.

NEW BUSINESS:

No new business was presented.

SUBCOMMITTEE REPORTS:

Board President Swafford stated that the Administrative Subcommittee met on March 2, 2004, and would like to make the following recommendations to the Utilities Service Board:

Cheryl Crider-Jackson –

Request for adjustment on account at 3912 W. Woodyard Road because they were on vacation, and she felt that they could not possibly use as much water as the meter indicated. Since the Utilities Department is not allowed by the IURC to make adjustments on water after it has gone through a meter that is working properly, the Administrative Subcommittee recommends denial of this request. Ms. Crider-Jackson was advised to contact the Accounting Department of the Utilities to complete a payment agreement.

Sherry L. Downey, Rolling Ridge Apartments –

Request for adjustment on account because she felt that there should not have been a charge for water used due to a leak that was repaired. Until the City of Bloomington Legal Department has had an opportunity study House Bill 1293 currently pending in the Indiana Senate, the Administrative Subcommittee recommends that a hold be placed on this part of the bill until the Legal Department has had a chance to determine if the adjustments allowed by this bill will be retroactive. If the adjustments are not retroactive, the account will be due in full.

Janice Jones –

Ms. Jones requested an adjustment on her account for sewer charges because she did not believe anything went into the sewer line. Since there is no way to prove that something did or did not go through the sewer line, the Administrative Subcommittee recommends waiving one-half of the sewer charge, for a total credit of \$85.98.

Jacqueline L. Bowman Helton –

Ms. Helton requested an adjustment on her account because there was a leak in her stool, and she did not feel she should be responsible for the extra charges. Since the IURC will not allow the Utilities Department to adjust a water charge if the water has actually gone through the meter, the Administrative Subcommittee recommends denial of the request.

James Landwerlen –

Mr. Landwerlen stated that his bill was unusually large for an unoccupied apartment in his small apartment complex. While there is no actual request for an adjustment, the Utilities Department could not make an adjustment on his account due to IURC rules. The Administrative Subcommittee recommends informing Mr. Landwerlen that no adjustment could be made if he so requested it.

SWAFFORD MOVED AND VAUGHT SECONDED THE MOTION TO APPROVE THE ADMINISTRATIVE SUBCOMMITTEE RECOMMENDATION FOR EACH CUSTOMER CONSIDERED AT THE MARCH 2, 2004, SUBCOMMITTEE MEETING. MOTION CARRIED. 7 AYES.

STAFF REPORTS:

Patrick Murphy and Steve Saulter –

Utilities Director Murphy presented Board members with the financial statements for December 2003. (A copy of each statement is attached to the minutes.)

Interim Assistant Director-Finance Saulter also presented Board members with cash analysis sheets for January 2004 and February 2004. (A copy of each is attached to the minutes.) Mr. Saulter stated that this information will be presented to Board members each month.

PETITIONS AND COMMUNICATIONS:

No petitions and communications were presented.

ADJOURNMENT:

The meeting was adjourned at 5:56 p.m.

L. Thomas Swafford, President